

Executive Committee Meeting Minutes – Monday, November 15, 2004

Chairman Dwyer called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Present: Chairman James Dwyer, County Board Supervisors Patricia Haukohl, Walter Kolb, Richard Manke, William Mitchell, Duane Paulson, Duane Stamsta.

Staff Present: Chief of Staff Lee Esler, Legislative Policy Advisor Mark Mader, Legislative Policy Advisor Dave Krahn, Office Services Coordinator Windy Jicha.

Other Staff Present: Senior Financial Advisor Clara Daniels, Office Services Coordinator Donna Simmert, Budget Manager Keith Swartz.

Discuss UW-Extension Grant Application for EPA Grant for Environmental Education

Simmert said the purpose of the program is to engage primarily Hispanic youth and their families in environmental and recycling education. The students will be trained in environmental and recycling issues and in turn educate their families and the community through general public presentations. The program will address such community needs as environmental education, recycling, composting and hunger prevention. The collaborative partners in this program will be Waukesha County Parks and Land Use, Saratoga and White Rock Elementary Schools and Central Middle School. Existing UW- Extension staff and collaborative partners will implement this program. UW-Extension requested \$50K for this program. A county match of 25% is required with this grant.

Kolb inquired about the 25% county match. Simmert said to meet the 25% match we use existing staff and facilities as the baseline funding. UW-Extension funding and collaborative partners also provide baseline funding. A budget for this program has been developed since this intent to apply for the grant was submitted.

Kolb asked if this grant is targeting neighborhood revitalization? Simmert said yes, that is correct. Kolb said the intent to apply says the program will address the problem of food insecurity. Do we need another agency to feed people? Simmert said our role is very different from other organizations in Waukesha County. We provide horticultural education to teach people to grow their own food and teach people about nutrition.

Mitchell said this grant will reach 20 students for a cost of \$50,000. When you break that down, that's \$2,500 per student, which is a lot of money per child. Simmert said when we wrote the actual grant, we changed the target to reach 40 youths in the Latino Leadership Program. This program will reach more than 40 youths because the program trains youths to train their peers and family. As the core group becomes trained, they will share what they have learned at home, with peers and in the community. There is an evaluation component in the grant. A pre- and post-test will be administered to participants and their families. An outside, objective professional will validate, tally and interpret the data.

Kolb asked what areas will be targeted by the grant? Simmert said the target neighborhoods are Haertel Fields and Phoenix Heights.

Review and Discuss Administrative Policy: Applying for and Accepting Grant Funding

Daniels said we looked at updating policies and procedures that dealt with the timing of the submission of the intents to apply for grants. There were a lot of timing issues. Sometimes they would receive the intent to apply after the actual grant had been submitted. She said Esler, County Executive Finley, Corporation Counsel, Human Resources and the Grants Task force have reviewed and approved these policy changes.

Daniels said after locating a potential grant funding source, departments should submit the intent to apply checklist for grants analysis and the signature page for new grant applications for non-repetitive grants or grants of more than \$5,000 to the County Executive's Office prior to completing and submitting the grant application. DOA budget staff will review the intent to apply and make recommendations within four business days of the receipt of the request to the County Executive. After conceptual approval from the County Executive's Office, the department continues to follow several procedures. Department staff should consult with Risk Management prior to the development of the grant application/contracts to ascertain if there are any liability factors that need to be considered and whether the grant process should continue. If a department needs staff as part of the grant project, they need to work with either the Labor Relations or Employment Services Managers in HR to determine whether the staffing is a regular full time or

part time position, temporary help or contracted services and to determine the status, classification and compensation of the new staffing.

Daniels said, grants under \$5,000 and repetitive grants without changes in scope of the use of grant funds do not require review and analysis by DOA budget staff. The completed applications for these smaller or repetitive grants should be sent to DOA budget staff for informational purposes. The County Executive will review the submitted documentation and either conceptually approve or disapprove the department to continue the grant application process. The County Executive's Office will forward a copy of the intent to apply to the County Board Office. The standing committees will review and acknowledge any intent to apply or application for a new, non-entitlement grant prior to its submission.

The approval of the full County Board is not required to submit an application for new grant funding. State law does require the County Board to approve acceptance of grant awards and authorize the additional expenditure appropriation before grant funds are accepted. A final copy of the grant application should be filed within five business days of submission to the grantor, to the County Executive's Office, County Board Chair, Department of Administration Risk Management and the Budget Division.

Daniels said departments are asked to give DOA lead-time to review intents to apply. Sometimes this doesn't happen because of tight deadlines. Many times, by the time the standing committee reviews an intent to apply, the grant has been submitted due to the grant timeline.

Kolb asked for repetitive grant applications, does each one require a match of county tax levy? Swartz said we look at that on the first grant application and then look at how the department will come up with the funding. Sometimes they can locate a partner locally to match the funds. Even though we don't do a thorough review of all intents to apply, the County Executive does send it to the budget staff to see if we want to review it.

Kolb said it's been said we don't have enough time for review before we can submit. He'd rather have departments applying for grants send the intents to apply through the committees for review before the County Board denies the funding. It looks really bad when the County Board denies grant funding.

Haukohl said when these reviews come to the standing committees, the applier has a feeling of what direction the County Board is coming from. It isn't a good idea to spend a lot of time on applying for grants you don't think the County Board will approve.

Daniels said on Ecivis, users can set it up so they will receive emails when a grant is posted that fits user-devised criteria. The county began using Ecivis in April or May.

Esler said DOA doesn't review grants under \$5K and/or repetitive grants. Standing committees will get and review all intents to apply. You don't need a motion in the minutes acknowledging receipt of the grant. Some grant timelines are very tight and the committee won't be able to review it before the grant is applied for. How do committees distinguish new versus repetitive grants? Would it be a bonus for the cover sheet to indicate whether it is a new or repetitive grant? Swartz said he can review the coversheet with Esler and make changes.

Dwyer said the standing committee could make a vote stopping the process but doesn't think that's where we want to go. Esler said it is be a better practice to review them and not make a motion.

Paulson said the committees have had grants before them that the department dropped due to apparent lack of committee support. The committees haven't stopped an intent to apply but we do give them indication of what will happen to the grant if it comes to the board floor.

Mader said we have some significant grants that are part of the budget. Committees don't have time to review all grants. Over the years we have found that the committee members don't know how departments get all their funding. A situation could occur where a legislator says they are sending us money for something and we don't know anything

about it. As a committee, you might want to get a handle on it. A lot of funding specifics in the county don't come to the board.

Swartz said he thinks the standing committees do know about funding while maybe the full board isn't as aware. We have an audit report that identifies all county funding sources that lists all grants, the sources and the amount of money received. He reviews this report annually. Grants are usually identified in the budget. The intent to apply was set up to be a two-stage process so the intents could be reviewed before time was spent completing grant applications.

Dwyer said maybe all committees should get the break down of grant funding. Maybe staff can put together an educational presentation on this report. We need to understand how much money we are putting into grants.

Esler said the intent to apply is for non-entitlement grants. You receive the intent to apply whether or not they are new or under/over \$5K. The County Board Office gets the intents to apply the day after County Executive signs them. We're on top of that. Esler asked Swartz, are any intents to apply turned down? Swartz said very few.

Discuss and Consider Appointment 159-A-019: Appointment of Richard A. Price to the Veterans' Service Commission

MOTION: Paulson moved, Mitchell second, to approve Appointment 159-A-019: Appointment of Richard A. Price to the Veterans' Service Commission. Motion carried: 7-0.

Committee Reports by Committee Chairs for the Following Meetings:

October 5, 12 and 19, and November 3, 2004 – Land Use, Parks and Environment – Kolb said an ongoing item for the committee is hunting in the county parks. Hunters have attended committee meetings to discuss their views. The committee had a good discussion on both sides of the issue. Presently, staff is studying the issue to see what accommodations can or cannot be made. Dwyer said staff is going to look at all county property to see how much land could be used for hunting and trapping. They are going to look at local ordinances to see if the property qualifies. Staff will also look at access to the land. Risk Management staff is checking out liability and risk factors. When completed, staff will put together a report detailing important factors. Kolb said he's curious why this issue is such a hot topic that our state legislators had to send us a letter on it. He thinks it is a county issue and doesn't understand why the state is involved in getting this approved.

Mitchell said they are going to get a focus group together with people on both sides of the hunting issue. Pavelko did a great job filling in for Chair Kolb at a meeting. Pavelko has a new appreciation of the chair's duties.

October 5, 12 and 19, and November 2, 2004 – Personnel – Paulson said they had initial bargaining meetings with the locals unions up for new contracts. The largest ASFCME group has settled.

October 4, 6, 12, 13, 18, 20, 21 and 25, and November 3, 2004 – Finance – Haukohl said the October meetings focused on the budget. The committee also dealt with other issues such as third quarter investment reports, ordinances, fund transfers, etc.

October 7 and 14, and November 11, 2004 – Public Works – Manke said the committee didn't meet on November 11. The committee dealt with Ordinance 159-O-062 Establishment of Speed Zone – CTH TT, which deals with City of Waukesha and the speed limit on Meadowbrook Road – CTH TT. The county has an agreement with the city stating that we won't put in a signal light until the city reduces the speed limit. It sounds like the city doesn't want to raise the speed limit on that road. The house demolition issue is still there. Manke said he attended a meeting at the airport. The airport is working on requesting a waiver so we wouldn't have to expand the safety zones.

October 7, 8, 26 and 28, 2004 – Health and Human Services – Stamsta said the meetings on October 7 and 8 dealt with the budget. The committee dealt with an annual ordinance on October 26 to modify the Department of Senior Services 2004 budget to increase revenues and appropriate additional expenditures for Older Americans Act Services and Specialized Transportation Assistance Services. The committee dealt with several issues on October 28. They heard a report on the advantages of the Bio-terrorism Consortium. The Consortium is bringing groups together. The groups are cooperating and ready to go. The committee dealt with Ordinance 159-O-072: Appropriate Medical Assistance Waiver

and Community Options Funding for the Department of Health and Human Services. 211 is up and working with very few transfers. Public Health is giving flu vaccines to people who are older, frail, at-risk or care takers. Their current problem is whooping cough, which is still an epidemic and is expected to increase.

Esler said Nancy Healy-Haney reported to the committee that the whooping cough outbreak is the largest public health crisis she has had to deal with since coming to Waukesha County. A large amount of staff time is devoted to this issue daily.

October 1, 8 and 29, and November 12, 2004 – Judiciary and Law Enforcement – Mitchell said the committee dealt with budget issues, toured the jail and saw a good presentation on staffing in the new jail. The tour and the presentation answered many questions. An ordinance was brought forward to get ten additional tazers. Three tazers will be used in the jail, a few will be used in the courts and the balance will be in squads. It is important that staff uses them correctly.

Correspondence

Chairman Dwyer reviewed and distributed the list of correspondence. He said Supervisors should request copies of the listed items from Jicha.

Meeting Approvals

MOTION: Haukohl moved, Mitchell second, to approve attendance of the Executive Committee at Seven County Meeting on Wednesday evening, November 17. Motion carried: 7-0.

Wisconsin Counties Association Report of October 29, 2004

Dwyer said the last WCA board meeting was held in Oshkosh and Senator Ellis was the speaker. Jim Woods from Woods Communication shared some research Woods Communications on counties in Wisconsin. A full presentation of the research will be made in Madison on November 30, 2004. The cost to attend the event is \$500. Since WCA is a sponsor of the event, they were able to work out a deal to allow the Board of Directors to attend. Dwyer will attend and report the findings back to the County Boards. The key component of the research is to clarify what county governments do. There is no connection between charging for a program and producing it.

Planning, Policy & Advisory Committee Report of November 11, 2004

Dwyer said the last meeting was very good. The group talked about several issues. Some counties are combining their Register of Probate and Clerk of Courts office to help alleviate staffing issues. The courts don't like this combination but understand the functionality. McKay, a judge from Dane County, talked about how his interactions with his County Executive. Dwyer said he encouraged everyone to work together. After the meeting, people told Dwyer they wished they had as good of a relationship between their County Board and Judiciary Branch.

Discuss Legislative Agenda for the Next Session of the Legislature

Krahn reviewed the new leadership in the Senate and Assembly including the committee chairs that had been assigned to date. The remainder of the committee assignments should be completed by the end of the year.

Krahn said an additional legislative agenda item not on the list is the issue of providing local government funds from Enhanced 911. They want to remove the sunset clause and include personnel and operational costs for E911.

There will be problems with the governor's proposed budget. The state needs money so they are proposing to take federal money from child support programs. Less money means that staffing will be limited or reduced and programs will not make federal standards to receive additional federal funding for running successful programs. There's an ongoing effort by counties to get this changed before the budget becomes finalized. If the child support money is not cut, the money may be cut from Youth Aides. This state funding has not increased in many years even though the cost to counties for providing these services has increased greatly.

Dwyer asked if this agenda mirrors the WCA objectives issued by the WCA Board of Directors? Krahn said yes. Aside from some smaller details, counties support these objectives.

Krahn said if/where appropriate, we hope to meet these objectives through the budget. We are looking at these broad based principles for the future legislature. Future bills will be brought before the appropriate committees.

Dwyer said the courts are concerned that money collected for fines isn't being used for courts. It is going in the general fund. If more fines are added, it will be more difficult to collect. Higher fines have a lower collection rate. This money should go to the courts. Because there are fewer students completing court reporter training, they are talking about going to taped court proceedings.

Krahn said when introduced in February, the budget will have a \$1.2 billion deficit. No one is talking about the revenue side. The tax incidence study is due to be completed in the middle of December. The study is looking at where taxes come from and what they pay for. This is an important study and could be helpful to local units of government.

Motion to Adjourn

MOTION: Haukohl moved, Stamsta second, to adjourn the meeting at 11:38 a.m. Motion carried: 7-0.

Respectfully submitted,

Walter Kolb
Secretary